

HINDUSTAN COLLEGE OF ARTS & SCIENCE

INTERNAL QUALITY ASSURANCE CELL(IQAC)

1st Minutes of the meeting held on 10th January, 2013

Time : 12:00 Noon.

Venue : Conference Hall, Main Block.

Members Present

Chairman

Dr.V.J.Philip,Principal

Management representative

Dr.(Mrs.)Susan Marthandan, Director

IQAC Coordinator

Dr.K.Malarvizhi,Dean, School of Business Studies

Members

Mr.Samuel Sampath Kumar, Vice Principal

Dr.S.Illanjiam, Dean, School of Life Science

Mrs.L.EstherThamarine, Headi/c, Department of Bank Management

Mr.Karthikeyan,Head i/c, Department of Computer Application

Mrs.R.Sakthi Prabha, Head, Department of M.S.W

Mr.M.P.Prabhu, Head i/c,Department of Visual Communication

The following points were discussed

Review of Assessment and accreditation

Review of Assessment and Accreditation result of the College cycle I and recommendations of the Peer team was discussed and the steps to achieve the same were initiated.

Introduction of Add on Courses across all the departments

Considered to organize skill based certificate courses in the final semester

Strengthening the infrastructure for sports activities

Considered to develop sports activities and establish basket ball court at the rear of E-Block and to organize inter house sports activities.



DR. V. J. PHILIP,

Principal



HINDUSTAN COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL(IQAC)

2nd Minutes of the meeting held on 15th July,2013

Time : 12:00 Noon.

Venue : Conference hall, Main Block.

Members Present

Chairman

Dr.V.J.Philip, Principal

IQAC Coordinator

Dr.K.Malarvizhi, Dean, School of Business Studies

Members

Mr.Samuel Sampath Kumar, Vice Principal

Dr.S.Illanjiam, Dean, School of Life Science

Mrs.L.EstherThamarine, Head i/c, Department of Bank Management

Mr.Karthikeyan,Head i/c, Department of Computer Application

Mrs.R.Sakthi Prabha, Head, Department of M.S.W

Mr.M.P.Prabhu, Head i/c,Department of Visual Communication

Action taken from the meeting held on 10th January, 2013

- Add on Courses conducted for all the UG departments
- HINDOSPARX and inter house cultural and sports competitions conducted. Also New basket ball construction was completed

Agenda for discussion

Feedback

Students Feedback to be collected and analysed

ICT


Proposal was made for modernizing laboratories for ICT enabled teaching. Remedial classes to be conducted

Library

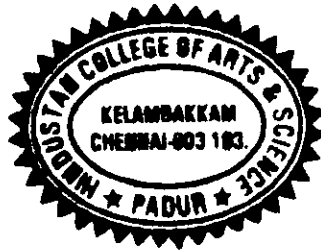
Increase the number of membership in reputed libraries and proposal to make changes in the infrastructure of library to accommodate more book collections and to provide best possible facilities for staff and students.

Placement

Classes for competitive exams and increase the placement activities must be initiated. Purchase of books in this regard to be considered .


Dr. V.J. Philip,

Principal



HINDUSTAN COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL(IQAC)

3rd Minutes of the meeting held on 4th January,2014

Time : 12:00 Noon.

Venue : Conference Hall, Main Block.

Chairperson

Dr.V.J.Philip, Principal

IQAC Coordinator

Mrs.L.Esther Thamarine, Head i/c, Department of Bank Management

Senior Faculty

Mr.Samuel Sampath Kumar, Vice Principal

Dr.S.Illanjiam, Dean, School of Science

Mrs.Dr.K.Malarvizhi, Dean, School of Business Studies

Mrs.J.Selya Jenitha, Head i/c, Computer Science

Mrs.R.Sakthi Prabha, Head, M.S.W

Mrs.S.Malarvizhi, Head i/c, Media Studies

Expert from other institution

Dr.G.Jaya, Head, Department of Commerce, Asan Memorial College of Arts and Science

Action taken from the last meeting held on 15th July, 2013

- Remedial classes conducted for English, Mathematics, Statistics and Accounts
- Feed back on teachers collected from students, analysed and follow up action taken
- Purchased books of latest edition
- Career guidance sessions conducted

The following topics were discussed

- Proposed for a Research Journal in the College name and necessary measures to be taken to get the approval from the concern authorities
- Library should be allocated with additional books and each department should suggest journals and latest edition books.
- 1st phase of Dr.K.C.G Block completion can accommodate more number of spacious classes. This will cater to the additional admissions in the next academic year.
- Remedial classes should be conducted for Mathematics, English and Accounting papers to increase the pass percentage



DR.V.J.PHILIP,

Principal



**HINDUSTAN COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL(IQAC)**

4th Minutes of the meeting held on 7th July,2014

Time : 12:00 Noon.

Venue : Conference hall, Main Block.

Members present

Chairperson

Dr.C.Joseph Barnabas, Principal

Management representative

Dr.V.J.Philip, Deputy Director

IQAC Coordinator

Mrs.L.Esther Thamarine, Head i/c, Department of Bank Management

Senior Faculty

Mr.Samuel Sampath Kumar, Vice Principal

Dr.K.Malarvizhi, Dean, School of Business Studies

Mrs.J.Selya Jenitha, Head i/c, Computer Science

Mrs.R.Sakthi Prabha, Head, M.S. W

Mrs.S.Malarvizhi, Head i/c, Media Studies

Expert from other institution

Dr. M. Jaya, Head ,Department of Commerce, Asan Memorial College of Arts and Science

Action taken from the meeting held on 4th January,2014

- Initiatives taken to publish research journal
- Additional journals and latest edition books purchased
- 1st phase of Dr.K.C.G Block completed
- Remedial classes are being conducted for Mathematics, English and Accounting papers to increase the pass percentage

The following points were discussed

- **Academic Plan**
Overall academic plan and progress was reviewed
- **Publication of research articles**

It was decided that emphasis must be made on research.

Staff members shall be encouraged to publish quality research articles journals with high impact factor.

50% of the publication fee shall be borne by the college.

The research articles must have societal impact and must add value to society issues.

- **Infrastructure Facilities**

It was decided that improvements be made to the infrastructure facilities of the college.

The boy's hostel shall be renovated and improvised with updated facilities to benefit the students.


Dr.C.Joseph Barnabas

Principal



**HINDUSTAN COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL(IQAC)**

5th Minutes of the meeting held on 5th January, 2015

Time : 12:00 Noon.

Venue : Conference hall, Main Block.

Chairperson

Dr.C.Joseph Barnabas, Principal

Members present

Management representative

Dr.V.J.Philip, Deputy Director

IQAC Coordinator

Mrs.L.Esther Thamarine, IQAC,Coordinator

Senior Faculty

Mr.Samuel Sampath Kumar, Vice Principal

Dr.S.Illanjiam, Dean, School of Science

Mrs.Dr.K.Malarvizhi, Dean, School of Business Studies

Mrs.J.Selya Jenitha, Head i/c,Computer Science

Mrs.R.Sakthi Prabha, Head,M.S.W

Mrs.S.Malarvizhi, Head i/c,Media Studies

Expert nominee

Dr. M. Jaya, Head , Department of Commerce, Asan Memorial College of Arts and Science

Action taken from the meeting held on 7th July, 2014

- 50% financial support provided for publication in research articles
- Boys Hostel renovated and improved the facilities

The following points were discussed

- **MoU for Research and Certificate Courses**

Resolved to have MoUs for research and Certificate Courses from the reputed institutions. All the departments have to find out an active Industrial Collaboration to sign MoU for the academic year 2015-2016.

- **Increase the number of Certificate Courses**
Value Added Courses to be conducted to all the departments in the final semester.
- **Need for technology up gradation**
Each department should be provided with additional computers and e-Resources should be utilized. ICT methods should be followed and necessary training need to be given to the faculty



Dr.C.Joseph Barnabas

Principal



**HINDUSTAN COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL(IQAC)**

6th Minutes of the IQAC meeting

Date : 29th April, 2015

Time : 11:00 Noon.

Venue : Conference hall, KCG Block.

Members present

Chairperson

Dr.C.Joseph Barnabas, Principal

Management representative

Dr.V.J.Philip, Deputy Director

IQAC Coordinator

Mrs.L.Esther Thamarine, IQAC,Coordinator

Senior Faculty

Mr.Samuel Sampath Kumar, Vice Principal

Dr.S.Illanjiam, Dean, School of Science

Mrs.Dr.K.Malarvizhi, Dean, School of Business Studies

Mrs.J.Selya Jenitha, Head i/c,Computer Science

Mrs.R.Sakthi Prabha, Head,M.S.W

Mrs.S.Malarvizhi, Head i/c,Media Studies

Expert

Dr.M.Jaya,Head ,Department of Commerce, Asan Memorial College of Arts and Science

Action taken from meeting held on 5th January, 2015

- To improve the employability of the students Certificate Course was offered under the STAR (Standard Training Assessment and Reward) Scheme of the National Skill Development Corporation, Govt. Of India for all the II and III year students.
- Capacity building programmes for faculty conducted to keep in pace with the recent trends

The following points were discussed

Extension Activity – The following activities were proposed to be carried out by all the departments.

Service Learning Project

1. Awareness Programme-M.S.W
2. Organic Farming – Biotechnology,
3. Solar Power – Electronic and Communication Systems

Infrastructure

Resolved to have an additional canteen near the E-Block

Learning Resources

Resolved to have CD Library in the Departments and training for faculty to download documents and videos and systematic procedures to maintain the subject wise CDs

Technology Upgradation

Resolved for Installing CCTV cameras in main areas, such as Library, Main Entrance of each Block, PressMach section etc. Site Engineer, System Administrator to get quotations for the same and complete the work within one month time.



Dr.C.Joseph Barnabas

Principal



HINDUSTAN COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL(IQAC)

7th Minutes of the IQAC meeting

Date : 11th January 2016

Time : 11:00 Noon.

Venue : Conference Hall, KCG Block.

Members present

Management representative

Dr.V.J.Philip, Deputy Director

IQAC Coordinator

Mrs.L.Esther Thamarine, IQAC,Coordinator

Senior Faculty

Mr.Samuel Sampath Kumar, Vice Principal

Dr.S.Illanjiam, Dean, School of Science

Mrs.Dr.K.Malarvizhi, Dean, School of Business Studies

Mrs.J.Selya Jenitha, Head i/c,Computer Science

Mrs.R.Sakthi Prabha, Head,M.S.W

Mrs.S.Malarvizhi, Head i/c,Media Studies

External

Dr.M.Jaya,Head ,Department of Commerce, Asan Memorial College of Arts and Science

Action taken from the meeting held on 29th April, 2015

- Each department provided with LCD projectors, additional computers, CCTV cameras installed
- CD library developed in all the departments
- Two MoUs signed during the academic year
- Extension for canteen was constructed to meet the demand of increased students strength
- Additional books purchased in order to cater to the needs of the students

- Awareness programme conducted in the local Government Schools

Topics discussed in the meeting

1. Entrepreneurship Development Programme for the final year students

Resolved to meet with the director on 01/02/2017 for the approval of the EDP Course and Classes will commence every Saturday from 04/02/2017 (Saturday)

2. Bridge courses

Resolved to conduct test for first year UG students to identify the advance learners and the slow learners..

Suggested to conduct communication classes to slow learners to enhance their efficiency

3.Alumni

Considered for Alumni database for updating. Alumni registration form, feedback should attach in the website. Through face book all the alumni should be connected.

4. MoUs

Considered for more number of MoUs for academic activities and placements

Resolved to have MoU with INDIA Trust for Entrepreneurial Development Programmes



Dr.C.Joseph Barnabas

Principal



HINDUSTAN COLLEGE OF ARTS & SCIENCE
INTERNAL QUALITY ASSURANCE CELL (IQAC)

8th Minutes of the IQAC meeting

Date : 3rd June 2016

Time : 11:00 Noon.

Venue : Conference Hall, KCG Block.

Members present

Management representative

Dr.V.J.Philip, Deputy Director

IQAC Coordinator

Mrs.L.Esther Thamarine, IQAC,Coordinator

Senior Faculty

Mr.Samuel Sampath Kumar, Vice Principal

Dr.S.Illanjiam, Dean, School of Science

Mrs.Dr.K.Malarvizhi, Dean, School of Business Studies

Mrs.J.Selya Jenitha, Head i/c,Computer Science

Mrs.R.Sakthi Prabha, Head,M.S.W

Mrs.S.Malarvizhi, Head i/c,Media Studies

External

Dr.M.Jaya, Head ,Department of Commerce, Asan Memorial College of Arts and Science

Action taken from previous meeting

- Entrepreneurship Development Programme for the final year students commenced
- Certificate Course for developing communication skills was conducted for the first year students in association with “Excel”
- Alumni database collected and updated with Rehash Website
- 5 MoU for academic activities signed

Topics discussed in the meeting

1.Consider for Additional Diploma and Certificate Courses to enhance employability

An authorized and credible Certificate or Diploma Courses must be started by all the departments

2.Considered for an Academic Audit

Resolved to conduct Academic Audit for the year and experts from Universities or Autonomous Colleges can be arranged for same. It can be carried out school wise.

3.Considered for Development of Infrastructure Facilities

Resolved to provide two systems in each department with a cubicle.

Extension of Dr.KCG Knowledge Centre and increase the number of class rooms, modernization of library. To construct Auditorium to organize workshops and Technical Meets.

4.Proposed for a Language Lab and develop communication skills.

Approved budget for Language Lab to be constructed in KCG Knowledge Centre and Certificate Course for developing communication skills was conducted for the first year students in association with “Excel”



Dr.C.Joseph Barnabas

Principal

